

POSITION ANNOUNCEMENT

Accountant/Auditor I

MISSISSIPPI FAIR COMMISSION

Job Title: Accountant/Auditor I

Employer: MS Fair Commission

Annual Start Salary: \$25,866.80

DESCRIPTION

This is an entry level full-time, 12-month position with paid vacation and fringe benefits.

Examples of work performed in this classification include, but are not limited to, the following:

- Prepares routine reports concerning results of accounting, auditing, and other related studies.
- Maintains purchase orders, registers, and other fiscal records.
- Conducts cost studies, prepares tabulations, and reports conclusions and recommendations.
- Independently maintains controls, performs balancing operations, or assists in similar operations in larger and more complex accounting activities.
- Maintains and/or supervises the maintenance of general or subsidiary ledgers involving all the major portions of an agency's fiscal activities, reflecting a variety of funds.
- Participates in the preparation of budgets, payrolls, pre-auditing functions, and various other clerical and accounting activities.
- Performs related or similar duties as required or assigned.
- Processes accounts receivable and accounts payable.
- May be called upon to provide general administrative support on a variety of levels.
- Must be extremely adaptable and able to perform well under pressure.
- Experience in State MAGIC system is preferred. SPAHRS experience helpful.

APPLICATION

Interested persons should apply through the [Mississippi State Personnel Board Website](#) where the position is posted. If applicant has questions, he/she can contact Rick Reno at the Mississippi Fair Commission – 601-961-4000.